



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date	1. Agency Address Department of Natural Resources Environmental Protection Division Water Protection Branch Water Supply Section Room 719, 270 Washington St., Atlanta	Application Number 80-300	
Application Number		Date Received JUL 2 1980	Date Completed JUL 8 1980
2. Person to Contact John B. Fernstrom		Working Title Program Manager	Telephone Number 656-5660
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest Latest Sept. 77 to date		5. Records Series Title (followed by title used in office, if different) PUBLIC WATER SYSTEM INVENTORY FILES	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created?			

The Water Supply Section supervises and enforces the Georgia Safe Drinking Water Act, and the public water systems defined under the Act.

7. Record Series Description	This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: maintaining an inventory of each public water system based on the Federal fiscal year (Oct. 1 to Sept. 30) in accordance with the Georgia Safe Drinking Water Act and Federal requirements. Included are: 1. Feeder Report : form # EPD-WS-30 entitled "Inventory of Public Water Supplies" (or current replacement) which reflects existing, new and revised water supply systems. 2. Computer tape: a compilation of the above data. 3. Computer Printouts: compiled data in hardcopy form.
File is arranged:	Chronologically by calendar year; thereunder alphabetically by type of public water system.
8. Monthly Reference Rate	How often are records referred to which are: One to six months old <u>5</u> ; Seven to twelve months old _____ ; Thirteen to twenty-four months old _____ ; twenty-five months and older <u>?</u>
9. Annual Rate of Accumulation of Records	Letter-size drawers _____ ; Legal-size drawers _____ ; Shelves _____ ; Other (specify) _____

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
	X	c. Is this a vital record?
X		d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X		j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|--------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | _____ years. |
| c. Federal law | 40 years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Federal Regulations, 40CFR142, Section 14 (c)

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☐ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☒ Other (Specify)

Feeder Report(s): Destroy when no longer needed to facilitate or control work.

Computer Printouts: Destroy when no longer needed to facilitate or control work except that one copy of the printout (or COM if applied) for years ending in 5 and 0 will be retired to the State Archives for permanent retention.

Computer Tape: Cut off file at end of each calendar year after all information is transferred to computer tape, hold 10 years; then transfer to United State Environmental Protection Agency - Region IV for remaining 30 years retention as stated in the governing Federal regulations.

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>John B. Fennell</i>	6-20-80	<i>Pat Davis</i>	6-27-80
State Records Committee (Signature) _____ Date _____			
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)	State Auditor/Designee	<i>John B. Fennell</i>	7-7-80
	Secretary of State/Designee	<i>Carolyn Hunt</i>	7-7-80
	Attorney General/Designee	<i>Adrian Shell</i>	7-7-80